CTMS Structured Protocol Representation SIG Teleconference Meeting Minutes

Meeting Date	Tuesday, September 21, 2004 1-2 PM EDT
Attendees:	**Working group coordinator**: Scott Finley (Booz Allen Hamilton) Harshawardhan Bal (Booz Allen Hamilton) **Participants:**

Name	Email	Center	
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Agenda	1. Review notes and minutes from the previous meeting 2. Plans for minutes and coordination going forward 3. Coordination with adopter sites around protocol representation efforts 4. Update on HL7 and CDISC planned meetings 5. Future meetings: once a month until face to face meeting, and then we can decide on how to proceed. 6. Next meetings October 5, Nov 2nd 7. Face to face meeting Nov 16th. 8. Action Items
General discussion points raised by participants:	Reviewed previous minutes and approved. **Plans for minutes and coordination going forward**

We discussed the current role of BAH and the need for teleconference and workspace participants to take a more active role in documenting the teleconference discussions. For the time being, Doug Fridsma will take notes within the SIG, but we work with other off-line to share some of the responsibilities.

Coordination with adopter sites around protocol representation efforts
The University of Pittsburgh has nearly completed the first set of task orders, and there are tasks and activities that will depend on close coordination with adopters within the workspace. For example, user requirements gathering will require some resources to arrange focus groups, and to coordinate site visits. Some of this coordination will take place with the assistance of BAH, and others will need to be arranged between participating organizations.

Update on HL7 and CDISC planned meetings
CDISC has done a lot of modeling of the clinical trials problem space, and has been active in HL7. We have invited CDISC representatives to be present at the next face-to-face meeting, and CDISC has invited a small group to the next problemspace modeling session.

Future meetings
once a month until face to face meeting, and then we can decide on how to proceed.
>   Next meetings October 5, Nov 2nd
>   Face to face meeting Nov 16th.

- Coordinate with Joyce Niland and Andrea Hwang for deriving use cases based on the NCI Summary 4 document

- Obtain list of individuals from cooperative groups and Pharma companies (from Becky Cush, CDISC) for Protocol authoring tool user requirements gathering

- Send suggestions for agenda items to Scott Finley for the November CTMS face-to-face meeting at City of Hope

- Work with Bob Morrell to create a white paper on Summary 3 and 4